

DD/O 78-6215

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PAGE

4 OCT 1978

MEMORANDUM FOR: Director of Personnel  
FROM : John H. Stein  
Acting Deputy Director for Operations  
SUBJECT : Uniform Promotion System  
REFERENCE : Memorandum dated 23 August 1978,  
Same Subject

The reference indicated promotion options elected by the Operations Directorate under the Uniform Promotion System. Following further study of the matter, it has been determined that these options should be amended slightly. We now wish to elect promotions for GS-13 personnel in May of each fiscal year rather than in November, and for GS-09 and GS-10 personnel in August rather than in February of each fiscal year. Our elections for personnel in other grades remain as indicated in the reference. A chart reflecting all options, as amended, is attached.



John H. Stein

STATIN

Attachment

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DDO PROMOTION OPTIONS  
UNDER UNIFORM PROMOTION SYSTEM  
(AMENDED)

<u>GRADE</u>	<u>PROMOTIONS IN FY-1979</u>	<u>PROMOTIONS IN FY-1980 (OR LATER)</u>
GS-16 & 17	January & July 1979	January & July
GS-15	January & July 1979	January & July
GS-14	March & September 1979	September
GS-13	May 1979	May
GS-12	January 1979*	December
GS-11	January 1979	January
GS-10	August 1979	August
GS-09	August 1979	August
GS-08	May 1979	May
GS-07	May 1979	May
GS-06	December 1978 & June 1979	December & June
GS-05 & Below	Any Pay Period	Any Pay Period

\*Approved exception to Uniform Promotion System schedule.

STATINTL

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27 SEP 1978

DDO FITNESS REPORT SCHEDULE FOR PERIODS  
ENDING 30 SEPTEMBER 78 TO JUNE 79  
(FOR "D" CAREERISTS ONLY)

<u>GRADE(S)</u>	<u>END OF FR PERIOD</u>	<u>DUE IN (HQS &amp; FIELD)</u>
GS-13	September 1978	November 1978
GS-16&17	September 1978	November 1978
GS-07&08	October 1978	December 1978
GS-15	November 1978	January 1979
GS-09&10	January 1979	March 1979
GS-06	January 1979	March 1979
GS-14	January 1979	March 1979
GS-18	March 1979	May 1979
GS-05 & Below	March 1979	May 1979
GS-12	April 1979	June 1979
GS-11	June 1979	August 1979

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27 SEP 1978

DDO FITNESS REPORT SCHEDULE FOR PERIODS  
ENDING 30 SEPTEMBER 78 TO JUNE 79  
(FOR "D" CAREERISTS ONLY)

<u>GRADE(S)</u>	<u>END OF FR PERIOD</u>	<u>DUE IN</u> <u>(HQS &amp; FIELD)</u>
GS-13	September 1978	November 1978
GS-16&17	September 1978	November 1978
GS-07&08	October 1978	December 1978
GS-15	November 1978	January 1979
GS-09&10	January 1979	March 1979
GS-06	January 1979	March 1979
GS-14	January 1979	March 1979
GS-18	March 1979	May 1979
GS-05 & Below	March 1979	May 1979
GS-12	April 1979	June 1979
GS-11	June 1979	August 1979

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

CMS/MSB/MPC  
2 C 42 Hqs.

EXTENSION

NO.

DATE

29 September 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. OP/PS 1022 Ames

9/29/78

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is a revised FR schedule for the "D" Careerists. End of Period and Due In dates are end of month dates.

The split grades were merged but we could not put the GS-15's and above or even the supergrades in the same time frame for Fitness Reports.

These revisions were reviewed with C/CMS who had agreed to the changes

A copy has been sent

C/MPC

**ADMINISTRATIVE - INTERNAL USE ONLY**

22 September 1978

ATINTL

MEMORANDUM FOR: [REDACTED]  
Chief, Career Management Staff, M&SB

ATINTL

FROM : [REDACTED]  
Chief, Review Staff, OP

SUBJECT : Proposed Fitness Report Schedule for the DDO

Jabber:

Confirming our telephone conversation yesterday, it would be appreciated if you would review the proposed Fitness Report schedule for the DDO and bring it into some conformance with the base structure for the computer system. The PERFIT system which becomes effective 1 October 1978 uses schedule, e.g., GS, WB, and grade to drive the call-up system of the Agency. It is not programmed to call-up subcategory codes. The system is based on a month-end concept relative to report production, end of rating period, and due dates. This technique enables us to establish fixed date standards which are universally valid from year to year.

Your proposal would require such extensive restructuring of the PERFIT system and files, it is questionable if we could get it up for the 1 October date. It is also questionable if the proposal would justify the loss of time and the expense of developing such a special program.

We have no problem with the basic time schedule being different from the Agency as a whole, but we do require the grade call-up be uniform, e.g., all GS-08s regardless of subcategory code, have the same Fitness Report period coverage and be called-up at the same time.

There is no way we can program a monitoring system for certain specific dates. It must be the end of the month--identified in the regulations as 30 days or 60 days (now uniform for all other components at 30 days from Headquarters and field). We do not concern ourselves with the month of 31 days.

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~~ADMINISTRATIVE~~ ~~INTERNAL USE ONLY~~

We would recommend consideration be given to having the same Fitness Report period for the GS-15s and above, but if this is not feasible, at least have the supergrades in the same time frame.

In summary, we can give you your own Fitness Report end of period dates and due dates to the Office of Personnel (30 or 60 at your choice) but they must be scheduled for "end of month".

We cannot at this time, at least, give you different schedules for the subcategory codes within the grades.

STATINTL

Will appreciate your action. [redacted]

[redacted] can be contacted if more details are needed.

SIGNED

STATINTL

Distribution:

- Orig - Adse
- 1 - D/Pers
- 1 - C/CD
- 1 - OP/RS

OP/P&C/RS, [redacted] cmc (22 Sep 78)

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DDO FITNESS REPORT SCHEDULE FOR PERIODS  
ENDING 30 SEPTEMBER 78 TO 30 AUGUST 79  
(FOR "D" CAREERISTS ONLY)

*Don't  
split  
grade  
grps*

GRADE(S)END OF FR PERIOD

*60-days*  
DUE IN  
(HQS & FIELD)

GS-13 (Prof./Tech.)	30 September 1978	17 November 1978
GS-16&17 (Prof./Tech.)	30 September 1978	24 November 1978
GS-08 (Sec./Cler.)	15 October 1978	17 November 1978
GS-07 (Sec./Cler.)	31 October 1978	22 December 1978
GS-07&08 (Prof./Tech.)	30 November 1978	12 January 1979
GS-15 (Prof./Tech.)	30 November 1978	19 January 1979
GS-09&10 (Prof./Tech.)	31 January 1979	23 March 1979
GS-06 (Sec./Cler.)	31 January 1979	23 March 1979
GS-14 (Prof./Tech.)	31 January 1979	31 March 1979
GS-18 (Prof./Tech.)	31 March 1979	31 May 1979
GS-05 & Below (Sec./Cler.)	31 March 1979	31 May 1979
GS-12 (Prof./Tech.)	30 April 1979	22 June 1979
GS-11 (Prof./Tech.)	30 June 1979	24 August 1979
GS-09, 10 & 11 (Sec./Cler.)	31 August 1979	19 October 1979

\*  
Comp.  
Ranking

NOTE: (Sec./Cler.) pull out all employees with sub-category of "C"

\* Bd Meets 8-Jan - 23Feb

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78-5400  
101078-5400

78-2444

23 AUG 1978

MEMORANDUM FOR: Acting Director of Personnel

FROM : John H. Stein  
Acting Deputy Director for Operations

SUBJECT : Uniform Promotion System

REFERENCES : A. Memo for DDCI from D/Pers, dated  
8 July 78, Same Subject

B. Memo for Dep. Dirs. and Chmn., Exec.  
Career Svc. Bd. from D/Pers, dated  
31 July 78, Same Subject

1. Reference A contained recommendations of the Director of Personnel relative to the basic implementation provisions of the Uniform Promotion System. These recommendations were approved by the Deputy Director of Central Intelligence on 12 July 1978. Reference B advised the Deputy Directors and Chairman, Executive Career Service Board of that approval, provided additional information on the semi-annual promotion provisions of the system, and requested that the Office of Personnel be advised of the options, annual or semi-annual promotions, elected by the various Career Services or Career Service Sub-Groups.

2. We have completed a revision of the DDO Personnel Evaluation Board Schedule which will, for FY-1980 and later years, enable us to abide by the basic annual promotion schedule indicated in the attachment to Reference B, except for promotions GS-06 to GS-07. For promotion of GS-06 personnel, we wish to elect the semi-annual option with promotions in December and June of each fiscal year commencing on 3 December 1978.

3. For FY-1979 only, we wish to elect the semi-annual option for promotions GS-14 to GS-15 with promotions the first pay periods in March and September 1979. The reason for this election is the fact that our last GS-14 to GS-15 promotions were on 7 May 1978 and we do not deem it advisable to delay

E2 IMPDET  
CL BY 022555

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SUBJECT: Uniform Promotion System

FY-1979 promotions until 9 September 1979 which would create a sixteen month gap between promotions. For FY-1980 and beyond, annual promotions in September will be planned.

4. We must request one exception to provisions of the Uniform Promotion System for FY-1979 only. The schedule provides for GS-12 to GS-13 promotions in December and June of each fiscal year. We would like to proceed with our present planning to make GS-12 to GS-13 promotions on 14 January 1979. The reasons for the requested exception are as follows:

a. Our FY-1979 GS-12 Evaluation Board has for some time been scheduled to be in session 6 November - 15 December 1978 with promotions to GS-13 on 14 January 1979 and our individual components are obtaining required fitness reports and planning their own evaluation meetings in accordance with this schedule. It is not possible to envision advancing the Directorate-wide Board's schedule in order to have promotions effective on 3 December 1978 because our GS-11 Evaluation Board is to meet during the period 18 September - 20 October 1978. Both of these boards utilize the same limited room space and both are assisted by the same small group of supporting personnel of our Career Management Staff.


b. We do not believe it advisable to delay promotions GS-12 to GS-13 until 3 June 1979 as required by the Uniform Promotion System schedule's semi-annual option because this would create a gap of approximately fifteen months between them and the FY-1978 GS-12 to GS-13 promotions which were effective on 12 March 1978. Another consideration making it inadvisable to delay until June 1979 is the fact that our FY-1978 promotions to GS-13 were delayed for approximately two months creating a gap of approximately fourteen months between them and those for FY-1977. The FY-1978 delay resulted from a decision by the previous Deputy Director for Operations that no promotions should be announced too soon after employees involved in the FY-1978 DDO Personnel Reduction Exercise had received their individual surplus personnel designation notifications. Such notifications were delivered the first week in November 1977. The GS-12 Evaluation Board commenced its deliberations on 7 November and ended on 16 December 1977. Promotions to GS-13 should, therefore, have been effective on 1 January, or at least by 15 January 1978 and would have if the decision to delay them had not been made.

5. On the basis of the information presented in paragraph 4 above, it is requested that the Operations Directorate be granted a one-time exception to the Uniform Promotion System

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SUBJECT: Uniform Promotion System

schedule to allow for promotions GS-12 to GS-13 on 14 January 1979. For FY-1980 and later years our schedule will provide for GS-12 to GS-13 promotions in December of each fiscal year in compliance with the Agency-wide schedule. A chart reflecting DDO promotions for FY-1979 and for later years, including the requested FY-1979 exception, is attached. **STATINTL**

  
John H. Stein

Attachment  
as stated

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ATTACHMENT

DDO PROMOTION OPTIONS  
UNDER UNIFORM PROMOTION SYSTEM

<u>GRADE</u>	<u>PROMOTIONS IN FY-1979</u>	<u>PROMOTIONS IN FY-1980 (OR LATER)</u>
GS-16 & 17	January & July 1979	January & July
GS-15	January & July 1979	January & July
GS-14	March & September 1979	September
GS-13	November 1978	November
GS-12	January 1979*	December
GS-11	January 1979	January
GS-10	February 1979	February
GS-09	February 1979	February
GS-08	May 1979	May
GS-07	May 1979	May
GS-06	December 1978 & June 1979	December & June
GS-05 & Below	Any Pay Period	Any Pay Period

\* Requested exception to Uniform Promotion System schedule.

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DD/A 78-1378/19

20 September 1978

MEMORANDUM FOR: Director of Personnel

25X1A

FROM :   
Career Management Officer, DDA

ATTENTION : Chief, Review Staff, Office of Personnel

SUBJECT : Uniform Promotion System (U)

1. (U) This memorandum is submitted as confirmation of a recent telephone conversation regarding the option to promote on either an annual or semi-annual schedule.

2. (U) All sub-groups in the Directorate of Administration have chosen the semi-annual option for all grades (GS-06 and above) which require scheduled promotions.

25X

STATINTL

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4 August 1978

MEMORANDUM FOR: Director of Personnel

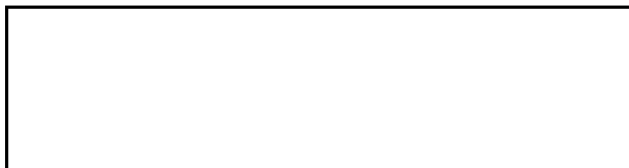
FROM : Secretary, Executive Career Service Board

SUBJECT : Uniform Promotion System

REFERENCE : Your memorandum dated 31 July 1978;  
same subject

1. In response to your request, the Executive Career Service will adhere to the semi-annual evaluation and promotion option as described in the reference.

2. We trust that this will not alter the special "grade adjustment" understanding that the "E" Career Service has relating to the Office of the General Counsel or Legislative Counsel which permits the immediate promotion of an attorney who passes a state bar examination to grade 11 irrespective of the grade held or established promotion schedule. It is felt that this arrangement must continue as far as lawyers employed by the Office of the General Counsel or Office of Legislative Counsel are concerned.



Executive Career Service Board

STATINT

cc: Chairman, Executive Career  
Service Board

*cc: [unclear] to [unclear]  
DDCI re: [unclear]  
[unclear]*

STATINTL

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10-2737

12 SEP 1978

MEMORANDUM FOR: Director of Personnel

FROM : Associate Director-Management  
National Foreign Assessment Center

SUBJECT : Uniform Promotion System

REFERENCE : Your Memorandum Dated 31 July 1978, Same Subject.

1. As requested in the referenced memorandum, this is to advise that the National Foreign Assessment Center has elected to utilize the semi-annual option for all of this career service and its career service subgroups.

2. Utilizing the semi-annual option, we plan to initiate a promotion exercise for our GS-13 to GS-14, GS-08 to GS-09, and GS-07 to GS-08 in order that these promotions might be effective with the first uniform promotion date in November 1978.

3. Attached are copies of recent NFAC Notices detailing how various aspects of the uniform promotion system will be covered in this Directorate.



STATINTL

Attachments

78-2728

DDS&T 4413-78

15 JUL 78

MEMORANDUM FOR: Director of Personnel  
SUBJECT : Uniform Promotion System  
REFERENCE : Memo from D/Personnel to Deputy  
Directors dated 31 July 78;  
re same subject

This is to advise that the Deputy Director for Science and Technology has selected the semi-annual promotion option cycles for "R" careerists in each of the three grade groups outlined in paragraph two of referent memorandum.



Executive Officer  
Directorate of  
Science and Technology

STATINTL

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